

SOUTH CAROLINA CORRECTIONAL ASSOCIATION
Standard Operating Procedures

Procedure: Chairperson–Publications/Public Relations Committee

Number: SOP-C12

Authority: SCCA Constitution and By-Laws – Article V

Effective Date: October 25, 2007

Revises Previous Date: February 28, 2003

It shall be the duty of the Publication Committee to develop and publish an Association newsletter for the membership; to develop and publish public educational materials for the members to use in speaking engagements; to gather and maintain criminal justice information on exemplary programs in and outside of South Carolina; and to disseminate such information upon request.

Specific Duties Of The Chairperson:

1. Committee shall be comprised of SCCA Board of Directors.
2. Set annual schedule for quarterly publication of *The Reporter*.
3. Collect newsworthy articles and pictures to include in each issue of *The Reporter*.
4. Solicit businesses for advertising in *The Reporter*. Encourage other SCCA board members to do the same.
5. Prepare each issue of *The Reporter* to be printed.
6. Provide each issue of *The Reporter* to the SCCA President for review prior to publication.
7. Coordinate the printing of each issue of *The Reporter*.
8. Send correspondence annually to potential advertisers inviting them to advertise in *The Reporter*.
9. Send correspondence to advertisers concurrent with each issuance of *The Reporter* to thank them for advertising in the issue.

10. Maintain a historical file comprised of each issue of *The Reporter* and any other Association publications.
11. A written report of activities and accomplishments of the committee for the year should be submitted to the Board of Directors, prior to the annual business meeting. The committee chair should also be prepared to give oral reports to the Board upon request.